

Economic Development & Communications Coordinator

Competition#:CC10152026EDCC

Cypress County is a vibrant rural municipality in southeastern Alberta, where wide-open spaces meet big opportunities. Home to approximately 7,800 residents across thriving rural communities, the County offers an exceptional quality of life, a strong agricultural foundation, and growing opportunities in business, industry, and innovation.

Strategically located along key transportation corridors, Cypress County combines the advantages of rural living with access to urban amenities. Rooted in community, collaboration, and a practical approach to getting things done, we're focused on creating opportunities for businesses, residents, and future generations.

THE OPPORTUNITY

Help turn big possibilities into real opportunities. Cypress County is seeking a collaborative, resourceful Economic Development and Communications Coordinator to connect with local businesses, support investment and community initiatives, and tell the stories of the people and enterprises shaping our region. Reporting to the General Manager of Planning and Intergovernmental Relations, you will work with the Economic Development and Legislative Services teams to deliver practical projects, engaging communications, and responsive service.

KEY RESPONSIBILITIES

- Build relationships with local businesses, industry partners and stakeholders; coordinate outreach and follow-up to support business retention and growth.
- Help businesses and prospective investors access information, navigate County processes and connect with the right resources.
- Coordinate economic development programs, events, research, grant applications and assigned projects.
- Create clear, engaging communications, including public notices, newsletters, promotional content, media materials and economic development marketing.
- Keep website and social media content current, support Council meeting livestreams and coordinate consistent use of County branding.
- Support stakeholder engagement, reporting and approved emergency public communications.

QUALIFICATIONS AND REQUIREMENTS

- Post-secondary education in economic development, business, marketing, communications, public relations or a related field.
- At least two years of relevant experience in business relations, economic development, communications, marketing or community development; municipal experience is an asset.
- Experience creating written and digital content and coordinating websites, social media, events, programs or projects.



- Experience researching and preparing provincial or federal grant applications.
- Strong communication, relationship-building, organization and problem-solving skills, with sound judgment and attention to detail.
- Knowledge of municipal processes and experience with graphic design, content management or CRM tools are assets.
- Valid Class 5 Driver's Licence.
- An approved equivalent combination of education and experience may be considered.

WORK CONDITIONS

This is primarily an office-based position with regular interaction with businesses, community partners and County departments. Travel for meetings, events and regional initiatives is required, and occasional evening or weekend work may be necessary.

WHY CYPRESS COUNTY

At Cypress County, big opportunity comes with room to make a difference. You will help local businesses grow, connect people with possibilities and bring our community's story to life. We value practical ideas, respectful collaboration, initiative and getting things done.

- Starting salary of \$80,000 annually.
- Comprehensive health and dental benefits, including prescription drugs, vision care, paramedical services, disability coverage, life insurance, and emergency travel assistance.
- A Health & Wellness Allowance of up to 1.5% of annual earnings.
- A defined benefit pension plan through the Local Authorities Pension Plan (LAPP), with employer contributions to support your long-term financial security.
- Generous paid time off, including three weeks of vacation to start, six personal days annually, paid sick leave, and statutory holidays.
- Investment in your professional growth, with County-supported training, education, and development opportunities to build your skills and advance your career.
- Work-life balance and stability, with a permanent, full-time position and a 37.5-hour work week.
- Meaningful, community-focused work, with opportunities to collaborate, bring forward ideas, build relationships, and contribute to the growth and future of Cypress County.

Here, there is room to build your skills, contribute your ideas and see the impact of your work. We Make Big Possible.

HOW TO APPLY

Please submit your resume and cover letter to competitions@cypress.ab.ca by **4:00 p.m. on October 26, 2026**.

Include the competition number and your full name in the email subject line (e.g., **CC10152026EDCC – First Last Name**). Please also ensure your full name appears on both documents and in their file names.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

